



**Department of General Services
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Notice for Release of New EPP/SABRC FI\$Cal Job Aids



The Department of General Services, Procurement Division (DGS/PD) hereby announces the release of FI\$Cal job aids for the Environmentally Preferable Purchasing (EPP) and the State Agency Buy Recycled Campaign (SABRC). These FI\$Cal jobs aids were written to help PACs and PCOs buy environmentally preferable purchases and report their EPP/SABRC purchases in FI\$Cal.

The FI\$Cal-EPP job aids cover the following topics:

- How to Purchase Through an EPP Item
- How to Apply a DGS Purchasing Standard
- How to Apply Third-Party Environmental Certifications
- How to Include Take-Back
- How to Apply SABRC
- How to Record EPP/SABRC in FI\$Cal
- [The FI\\$Cal-EPP job aids are now available on the DGS/PD Buying Green website here](#)
- [Access the FI\\$Cal EPP job aids on the "Procurement - PO Job Aids" FI\\$Cal site here](#)

If you have any questions regarding this notification, please contact:

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